

**Westwell Parish Council**  
**Minutes of a Meeting of the Parish Council**  
**Held on Wednesday 13 March 2024 at 7pm, Westwell Parish Hall**

**1. Open Forum**

One member of the public was present, and raised the issue of an application by the British Horse Society (BHS) for a new bridleway. He reported that a notice had suddenly appeared but that landowners had not been consulted and that the proposed bridleway included a locked gate that accessed HS2 and as such was not safe for horses. It was suggested that Cllrs Richards and Drury further investigate and write to both KCC and BHS for clarification on the application.

**2. Present and apologies**

Present: Cllrs Drury, (Chair), Bainbridge, Bartlett, Farrington, Butcher, Hutchinson, Richards and Wyatt. Clerk – Sonia Young

**Apologies:** Cllr Lister. Borough Cllr: Larry Krause

**3. Declarations of Interest**

None.

**4. Approval of the minutes of the meetings held on 7 February 2024**

**Resolved:**

That the minutes of the meeting of Westwell Parish Council held on 7 February 2024 be approved and confirmed as a true record.

**Proposed:** Cllr Richards **Seconded:** Cllr Butcher. **All in agreement.** Cllr Bainbridge abstained as not present at the 7 February meeting.

**Resolved.** It was resolved to approve the minutes as a true record of the meeting.

**Matters Arising**

**4.1** Cllr Drury thanked Cllr Farrington for organising the excellent tree surgery work recently completed by Herbie Godden.

**4.2** An update is still required on when the edging repairs to Watery Lane will be carried out. KCC Highways need to make the ditch alongside the road safe for all road users.

**Action:** Cllr Lister.

**5.**

**5.1. Planning applications received for comment**

**5.1.1 PA/2024/0342 - 170 Sandyhurst Lane, TN25 4NX**

Proposed raising of ridge to 1.4m to facilitate loft conversion with two front dormer windows. Erection of a single-storey rear extension.

**WPC view:** This an amended application. The previous one (2023/1358) was refused on design, appearance, and being out of character with the street and for proposing a rear extension that would overshadow the neighbouring property no 172. This is a part of Sandyhurst Lane that has closely built bungalows that were once small and are becoming chalet bungalows and two storey houses. For 170, the applicant has now been pragmatic and mostly followed the precedent of what has been approved for 172. The front is now two dormers over bay windows on the ground floor and a simple roof light over the entrance hall instead of the double height glazed gable which was out of character and scale. The rear extensions are now single storey not two storey, so would not now overshadow no 172. The ridge height will still

be significantly increased, but with general enlargement of these bungalows with design as proposed, the ridge height should, on balance, be acceptable and will improve the internal space. WPC objected to the original proposals as over development and out of keeping with the character of the area.

**Westwell Parish Council resolved to raise no objection to the application.**

**Proposed:** Cllr Bartlett. **Seconded:** Cllr Farrington. **All in agreement.**

**It was resolved to raise no objection.**

#### **5.1.2 PA/2024/0315 - 94 Sandyhurst Lane, TN25 4NT**

Proposed bay window.

**WPC view:** The bay window will improve the lounge area and can easily be accommodated as the bungalow is well set back from the road.

**Westwell Parish Council resolved to support the application.**

**Proposed:** Cllr Bartlett. **Seconded:** Cllr Bainbridge. **All in agreement.**

**It was resolved to support the application.**

### **5.2. Other planning matters**

#### **5.2.1 PA/21/02146/AS - Land at Eureka Park, Trinity Road, Boughton Aluph**

Cllr Drury advised that WPC had submitted a statement to be read out at the ABC Planning Committee Meeting as the meeting clashed with the WPC March meeting. She advised that the next stage would be a detailed application from the developers about who would build and what would be built where. A nutrient offset mitigation scheme will be contained within the development.

**5.2.2** The application by Sandbar Investments to develop the former APTA site has been withdrawn.

**5.2.3** The date of the appeal by Dwyer Engineering Services to build three detached houses on land adjoining Holly House is not yet known. However, by way of preparation, Cllr Drury will draft a proposed submission for circulation to all Cllrs as a basis for further discussion so that when the appeal date is known WPC will be ready.

**5.3.4** Cllr Drury said that over 300 sites had been submitted to ABC for potential inclusion in the Local Plan 2041 and that the full unedited list would be made live by ABC on Monday 18 March.

## **6.**

### **6.1 Playground**

**6.1.1** The Clerk advised that installation by Caloo of the new swings and bucket spinner was done to schedule. The post-installation inspection by Safeplay would include the roundabout which was reinstalled following removal and cleaning of the mechanism. The Clerk said it was hoped the full playground would be open by the start of the Easter holidays.

**Action:** The Clerk to keep track of the inspection and, once signed off, complete the grant documentation required by ABC.

## **7. Cemetery**

### **7.1 Cemetery**

#### **7.1.1**

#### **7.1.2**

#### **7.1.3**

In summary on all the above items, The Clerk advised that the project was nearing completion. Cllr Drury will add details of the purchased plots to the master searchables spreadsheet. Cllr Drury is also transferring the names information to the current plan which will be scanned and overlaid on the new digital survey plan that has been created by R L Surveys. Printed copies of the new plan will then be made.

The updated terms and conditions were circulated to Cllrs prior to the meeting. It was resolved that each Cllr would review the document and make comment back to The Clerk by email.

Also, the Deed of Grant of Burial and Deed of Grant for the Interment of Ashes. The final documents will be ratified at the next meeting.

**Proposed:** Cllr Drury. **Seconded:** Cllr Wyatt. **All in agreement.**

## 8. Financial Report

### 8.1 WPC main account

Expenditure to approve for March 2024		Cheque No	£
Salary payment Feb	Clerk	BACS	766.06
Tax & NI	HMRC	BACS	191.40
Cemetery scanning project	RL Surveys Ltd	BACS	630.00
Mowing inv 4570	All Seasons Gardening Services	BACS	558.40
Swings and spinner play equipment	Caloo Ltd	BACS	11,400.00
<b>Total</b>			<b>£13,545.86</b>

Income			
Pension	NEST reimbursement		26.69
<b>Total</b>			<b>£26.69</b>

**Bank Reconciliation Balance at 29 February 2024 = £14,466.23 less un-presented cheques as follows**

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**Actual balance = £14,466.23 as at 29 February 2024**

### WPC deposit account

Expenditure			£
<b>Total</b>			<b>£00.00</b>

Income			
9 Feb	Interest	BACS	43.56
19 Feb	Transfer HiP reimbursement		7859.42
<b>Total</b>			<b>£7,902.98</b>

**Bank Reconciliation Balance £47,351.04 at 29 February 2024 Less un-presented cheques as follows:**

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**Actual balance = £47,351.04 at 29 February 2024**

General reserve			£21,274.85
Grant			£2,279
HiP			7,859.42
Deposit			£15,937.77

### WPC No 2 Account

<b>Total</b>			<b>£00.00</b>
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Income			
Total			£00.00

**Bank Reconciliation Balance £3.44 at 29 February 2024**

**Actual balance = £3.44 at 29 February 2024**

WPC resolved to approve the accounts as noted and payments in accordance with the budget.

**Proposed:** Cllr Bainbridge. **Seconded:** Cllr Farrington. All in agreement.

**Resolved. WPC approved the accounts as noted and payments to be made in accordance with the budget.**

**8.1.1 Memorial**

WPC approved the memorial and wording as presented by Hogben & Partis on behalf of the family of Julie Lewis-Brown.

**Action:** The Clerk to advise Hogben & Partis.

**8.1.2 Estimate for annual mowing contract**

The estimate from All Seasons was circulated to all Cllrs prior to the meeting. The estimate included enhanced work within the churchyard vs last year including weed kills on the brick path, more strimming to the rear and hand weeding of the memorial garden.

**It was resolved to accept the quotation and contract All Seasons for one year.**

**Proposed:** Cllr Wyatt. **Seconded:** Cllr Bainbridge. **All in agreement.**

**Resolved: WPC resolved to contract All Seasons to undertake the work as quoted for at the price quoted with additional items to be added and agreed as need arises.**

**Action:** The Clerk to confirm the contract formally with All Seasons.

**Information items**

**9. Correspondence**

ABC's letters to residents have confirmed that there are changes in the day that refuse is collected in the Parish. The new contractor, Suez, will start on 24 March.

**10. 10.1 Highways update**

It was agreed that details of the short closure of a stretch of Sandyhurst Lane from 30 April – 2 May for works to be conducted by Southeast Water will be notified to parishioners via the Westwell FB Events page. Note Sandyhurst lane is also closed from April 2<sup>nd</sup> for gas supply renewal works

**Action:** Cllr Bainbridge

**11. 11.1 Village Hall Management Committee**

Cllr Bainbridge reported that at the meeting on 15 Jan there was 22k in the village hall account. The water supplier has been changed to Everflow to reduce outgoings and the broadband from Plusnet to BT. The fees for regular users will not increase but the fees for non-regular users will increase to £17 per hour at the weekend and £12 per hour on weekdays.

Dougal will continue to garden around the hall as his work over recent months has made a positive visible difference to the village hall surrounds, which is much appreciated.

**12. 12.1 Preparations for the Annual Parish Meeting Wednesday 20<sup>th</sup> March**

Cllr Drury circulated the Annual Parish Meeting agenda at the meeting. The Clerk will post the agenda on the website and Cllr Wyatt will add it to the Westwell Events page.

Cllr Drury will aim to produce a large A2 plan of all sites put forward within the Parish for development in the call for sites for the Local Plan 2041.

**13. 13.1 Management of the trees on Gold Hill bank - update**

The proposal is that all 12 trees be treated the same; they will be shaped and the crowns lifted. Very few upright stems will be cut back but the obscuring branches creating the overhang will be judiciously pruned back. The road will have to be closed and there is a sizeable cost for doing this. Estimates for the work are expected shortly. Cllr Drury advised that a donation may be forthcoming to cover the costs. The work will be subject to ABC tree consultation and officer approval as it is in a Conservation Area

**14. 14.1 Westwell Eye**

Cllrs Wyatt, Bainbridge, and Hutchinson will meet and be in a position to discuss the Eye at the next meeting in April.

**15. 15.1 Asset Register**

Cllr Drury circulated an updated Asset Register to Cllrs ahead of the meeting. Cllrs will review the document and ask any questions at the April meeting so that it can be approved prior to the annual AGAR and the meeting with the internal auditor.

It has been agreed that the Tutt Hill noticeboard will at along last be repositioned and accessible to Parishioners.

**16. 16.1 Financial Regulations**

The Clerk circulated a revised document based on NALC best practice to Cllrs ahead of the meeting. It was agreed that Cllrs would review the document and have any questions ready to ask at the April meeting so that WPC Financial Regulations could be approved prior to the annual AGAR and meeting with the internal auditor.

**17. 17.1 Additional items**

Cllr Farrington advised that she had reported two incidents of fly tipping in the Parish but that no action had been taken and the rubbish remained. It is hoped that when Suez is fully in charge of refuse collection from 24 March then it will be removed.

Cllr Bainbridge said that Government had awarded Citifibre the contract to expand rural broadband provision in Kent and that ABC head of economic development Andrew Osborne was aware of the urgent need right across Westwell Parish for improved broadband.

Cllr Bartlett asked that KALC be reinstated as a regular item on the WPC agenda.

Grant funding for EV charging points is available. WPC will consider this at its next meeting.

**The meeting closed at 20.49m**

Chairman’s Signature.....